



## Inside this issue:

ASSESSMENT SCORES	1
GRADEBOOK IMPORT	1
COMING IN E.1250	1
INFINITECAMPUS TRAINING	1
SCHOOL REPORT CARD	2
FERPA COMPLIANT	2
IMPORTANCE OF KYSE DATA SYNCHRONIZATION	2
NEW DATA STANDARD	2
KEES CALCULATION	3
KINDERGARTEN READINESS SCREENING	3
LEAD REPORT UPDATE	3
PRESCHOOL FUNDING	3
CIITS NEWS	4

## COMING IN E.1250

A new title will be added to the District Assignment screen when E.1250 goes into production the second week of January. It is called CIITS Roster Manager. It should be assigned to the person in each school who has the ability to update rosters in Infinite Campus. E-mails will be sent directly to them if there are any changes that need to be made because of Roster Verification in CIITS.

## \*NEW\* ASSESSMENT SCORES IN INFINITE CAMPUS

The 2011-12 Kentucky Performance Rating for Educational Progress (K-PREP), College and Career Readiness (CCR) and Student Growth Percentile (SGP) assessment scores have been imported into Infinite Campus State Edition and published to all districts. Districts do not need to request that scores be published. End of Course and SAT-10 are being loaded. These same assessment scores will be available in CIITS.

It's important to remember that when the assessment scores are first pushed out to districts in Infinite Campus, they will not display on the transcripts or parent portal. Districts can decide where they want the scores to be displayed. System administrators can select display options through Assessment > Test Setup > *Choose Applicable Test* > Test Detail > then select "display in portal" and/or "display in transcripts." The same steps must be followed for each of the underlying tests. For assessments to show in the portal, system administrators also must select "Assessment" option through System Administration > Portal.

Districts will be asked to resolve import errors that resulted from assessment scores that could not be imported into Infinite Campus. These errors are a result of discrepancies in SSID, name or other matching issues. These reports will be available to districts/schools for corrections. Additional information about the error-resolution process will be sent out soon.

## GRADEBOOK IMPORT NOW AVAILABLE

**NEW**

New functionality and integration between Infinite Campus and CIITS is now available. Teachers have the option of selecting that grades for the Express Tests they create and administer in CIITS be automatically exported from CIITS and imported into their Infinite Campus gradebook nightly.

To assist in learning about this new functionality, documentation and training webinars will be available in early January. A brief overview of how this new process will function is provided below:

- ◇ Teachers will create an **Express Test** and select a test category of "Send Test to Gradebook" in CIITS.
- ◇ After a test is created, scheduled and administered, it will be exported from CIITS and imported into Infinite Campus that same evening.
- ◇ The teacher then will be able to access the test within the gradebook in Infinite Campus.

Thanks goes out to those districts that helped with testing this functionality.

## UPCOMING INFINITE CAMPUS TRAINING

Opportunity to attend 4.5-day, in-depth course designed to understand the Campus Application from student to staff to system administration and maintenance. This course covers the functionality of the Campus SIS, giving unique examples of different usability and setup options.

Where: Capital Plaza Tower, 500 Mero St., Frankfort  
 When: Feb 11-15, 2013  
 Cost: \$750

Register here [icu.infinitecampus.com](http://icu.infinitecampus.com) and choose the course code CCR4100 – Mastering the Fundamentals of Campus – Regional.

## SCHOOL REPORT CARD PDF

The PDF version of the new [School Report Card](#) is now available. You can find the printable PDF version located at the top-left side of the webpage after your selection criteria has been input. Each printable PDF meets federal and state reporting requirements. Districts are reminded to update their own websites with links to the 2011-12 School Report Card Web page and/or the PDF document.

## ARE YOU FERPA COMPLIANT?

Family Educational Rights and Privacy Act (FERPA) requirements changed in late 2011. Has your district made the necessary changes to its data sharing agreements? Do staff understand FERPA? There is a FERPA 101 video available to help Local Education Agencies with training at <http://ptac.ed.gov/> (bottom of homepage).



## IMPORTANCE OF KYSE DATA SYNCHRONIZATION

Data from Infinite Campus' Kentucky State Edition (KYSE) is populated through a synchronization process in real time as data is input in schools and districts across the state. The process works well as data is loaded through normal system use; however, the sync can be "broken" when districts load data directly into the database through batch entry. It's understood that there are times when the batch process may be the most efficient method for data entry, but keep in mind the effect that can have on state-level data. Please remember to enter a ticket with Infinite Campus for a manual re-sync after any back-end database changes are done.

*It's crucial to keep data sync'd since federal and state reporting and funding calculations are often done from KYSE.*

## NEW DATA STANDARD – FINAL GRADE

A new data standard has been added to the 2012-13 data standards document. Grades need to be in Infinite Campus consistently for reporting purposes. Grades are transferred to CIITS for use in the teacher classroom module and are used for reporting and research purposes. Please review this new standard [here](#) and inform others in your district of this important information. The data steward for this new data standard is Joe McCowan, and he can be reached at [joseph.mccowan@education.ky.gov](mailto:joseph.mccowan@education.ky.gov).

## KEES: THE CALCULATION OF GPA

To be eligible for a Kentucky Educational Excellence Scholarship (KEES) award, a student is required by state law to be enrolled at a certified Kentucky high school for a minimum of 140 days per year, to meet attendance and curriculum requirements, and to earn a yearly GPA of 2.50 or higher.

The high school yearly GPA is to be calculated with an unweighted 4.0 point grading scale using each grade awarded for all courses taken during an academic year where 4.0 is an "A" and 0.0 is an "F." The only exceptions are for Advanced Placement (AP) and International Baccalaureate (IB) courses.



For KEES purposes, the yearly GPA reported to the Kentucky Higher Education Assistance Authority (KHEAA) is extracted from Infinite Campus directly from the unweighted grading scale on the student's transcript. As a result, all entries in the unweighted grading scale should reflect whole numbers from "0.00" to "4.0." If the unweighted grading scale is manipulated to reflect anything other than a whole number scale, such as 3.4 instead of 3.0, the KEES information will be reported incorrectly for students in your district.

The Kentucky Department of Education has published an ad hoc report in each district site that details instances of erroneously unweighted transcript entries for each district. The report is named "KEES Invalid GPA on Transcript." Please review the report for your district and contact the KHEAA if corrections are needed for any student on your KEES report.

**NOTE:** *The weighted scale in Infinite Campus may be modified to meet the policies of individual schools. However, the unweighted grading scale must remain uniform for school systems statewide. The KEES report will draw from the unweighted grading scale and, when applicable, calculate an extra quality point for the courses properly designated in the IC course difficulty field as AP or IB, thus utilizing a 5.0 grading scale.*

Megan Cummins is a coordinator for the KEES Program and may be reached at (800) 928-8926, ext. 67397, or via e-mail at [mcummins@kheaa.com](mailto:mcummins@kheaa.com).

## SOON TO BE AVAILABLE IN IC – KINDERGARTEN READINESS SCREENING INFORMATION

Beginning in January, common kindergarten entry screening data will be collected in Infinite Campus. The tool being used to collect the information is the BRIGANCE K Screen. This tool is aligned with Kentucky's School Readiness Definition and Kentucky's Early Childhood Standards.

The BRIGANCE K Screen has two components implemented in Kentucky. The first component is the Basic Screen that provides information about a child's cognitive, language and motor abilities. The second component is the Social Emotional and Self Help Scale, which provides information about a child's social emotional and self help abilities.

A total of 109 Kentucky school districts and 435 Kentucky schools participated in a pilot of the common kindergarten entry screening. Results of the kindergarten entry screen will be available within Infinite Campus in January.

Pilot districts will be able to enter prior settings data for the 2012-13 school year directly into Infinite Campus. More information, training and support will be provided at a later date. During the 2013-14 school year, prior setting data will be entered into IC during kindergarten enrollment for all districts.

## LEAD REPORT UPDATE – WHAT YOU NEED TO KNOW NOW

Districts should be aware that the "Teaching Method" dropdown (PATH: Scheduling | Courses | Course | Teaching Method) will be changed in this month's Infinite Campus update. Several of the indicators previously on the list have been consolidated into the broad heading of "Digital Learning Provider." There are several new indicators as well to assist EPSB and KDE in tracking specific types of courses. The new list is below.

01: Direct Instruction	NEW 14: Credit Recovery – Digital Learning Provider
02: 3 <sup>rd</sup> Party Contract	NEW 15: Transitional Course – KDE Curriculum
NEW 10: Digital Learning Provider	NEW 16: NAF Academy Course
NEW 11: Dual Credit – District Offered	NEW 17: NAF Academy Dual Credit – District Offered
NEW 12: Dual Credit – College Offered	NEW 18: NAF Academy Dual Credit – College Offered
NEW 13: Credit Recovery – Direct Instruction	NEW 19: District Provided Self Study

KDE has developed an ad hoc report to assist districts in identifying courses that will need to be updated. The ad hoc should be run now, before the update is applied. The ad hoc report, called "LEAD Invalid Teaching Method," can be found in the state-published folder (PATH: Ad Hoc Reporting | Filter Designer | State Published or Ad Hoc Reporting | Data Export | State Published). Any course with one of the following teaching methods will need to be updated prior to the district starting the Spring LEAD report in mid-January.

03: JCPS Self Study	05: KVHS	07: Other Self Study	09: Plato
04: KET	06: Narvatus	08: Other Virtual	

## DID YOU KNOW ABOUT A PROPOSED NEW FORMULA FOR PRESCHOOL FUNDING??

A bill was pre-filed in the Senate ([BR 220](#)) to remove the negative adjustment and base district funding on the average number of appropriately identified preschool children (3- and 4-year-olds with disabilities and at-risk 4-year-olds) being served on December 1 and March 1 of the prior academic year. The proposed formula stabilizes preschool funding regardless of fluctuation in the number of eligible students, and it does not incentivize the identification of children with disabilities.

To prepare for passage of this bill, KDE will collect a preschool March 1 count this spring. ***Infinite Campus is currently working on an enhancement to add an enrollment count report with a March 1 effective date. It should be available in the E.1306 release, which is scheduled to be released to districts on March 13.*** If the bill is signed into law by April 2013, the supplemental counts will not be collected. However, if the law is not passed by then, supplemental counts **WILL BE COLLECTED** for funding purposes.

## Office of Knowledge, Information and Data Services (KIDS) — Division of Enterprise Data

David Couch, Associate Commissioner

DeDe Conner, Director

**KSIS Team:** Garnetta Barnette - Todd Haydon - Becky Jenkins - Candy Johnson - Lisa McKinney - James Reed - Leigh Ann Welch

# CIITS News

*you can use!*

January 2013

A supplement to the KSIS & More newsletter devoted to CIITS data issues. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is being used and the critical need for accuracy.

## ISSUE ESCALATION

1. Verify data is correct in Infinite Campus.
2. Contact CIITS Help Desk: (855) 435-7459 or [ciitshelp@schoolnet.com](mailto:ciitshelp@schoolnet.com).
3. If not resolved, contact the [KETS Service Desk](#): [ketshelp@education.ky.gov](mailto:ketshelp@education.ky.gov).

## \*\*NEW\*\* OPTION FOR EXPRESS TESTS

A new test category, Send Test to Gradebook, has been added as an option when creating an express test in CIITS. When this test category is selected, a file will be created from CIITS and shared with Infinite Campus to load to the teacher's gradebook for that student's course/section. This functionality is now available to all teachers. For more information on Infinite Campus functionality, see this month's *KSIS & More* article on page three.



# Continuous Instructional Improvement Technology System



## CIITS HELP...

To ensure students are linked to the correct teacher within CIITS, it is necessary for individual teachers to verify class rosters. At this time, more than 50 districts are participating in the Professional Growth and Effectiveness System Field Test and using the Educator Development Suite (EDS) in CIITS. The Division of Next-Generation Professionals will be working with the field test group at the end of February to verify class rosters.

[This video](#) demonstrates the process teachers will use to verify their class rosters. [The Quick Reference Card: Verifying Your Rosters](#) can be printed and used as a guide. Teachers will indicate necessary changes in their roster within EDS/CIITS. This change will be noted and communicated through EDS/CIITS to the school-level Infinite Campus (IC) administrators the next time they log in to CIITS. The IC administrator must then make any necessary changes in IC.

Currently, CIITS updates student/teacher course information from IC once a week, so changes will show up on this interval. It's important for teachers to continuously verify rosters in Infinite Campus to minimize the need to request changes through EDS/CIITS.

## KEY PERFORMANCE INDICATORS (KPIs) IN CIITS

**Mobility Rate** – Dropout rate that reveals the rate at which students, during this school year, dropped out from the last institution where they were enrolled.

*How is this Key Performance Indicator calculated?*

The total number of students with dropout withdrawal codes registered at the institution for this school year divided by the total number of students enrolled at the institution over the year.

**Special ED** – Special Education programs (percent of enrollment) reveals the percentage of currently enrolled students who are identified (in the student information system data load) as Special Education students.

*How is this Key Performance Indicator calculated?*

The total number of students currently enrolled who are identified as Special Education students divided by the total number of students currently enrolled.

**Limited English Proficiency (LEP)** – reveals the percentage of currently enrolled students who are identified (in the student information system data load) as having Limited English Proficiency (LEP).

*How is this Key Performance Indicator calculated?*

The total number of students currently enrolled who are identified as Limited English Proficiency divided by the total number of students currently enrolled.

## NEW ASSESSMENT DATA IN CIITS

In early January, new assessment data will be available in CIITS. This data will be available to teachers and administrators within schools and districts. Teachers will be able to access student scores through their classroom rosters. There also will be reports available for each test. More information on new assessment data is available on page one of the January 2013 [KSIS & More](#) newsletter. *Note: It is important to ensure that someone in the school or district is resolving any matching errors to help ensure there are not students missing scores in CIITS.*